



New Mexico Public Schools Insurance Authority



**Poms & Associates Insurance Brokers, Inc.
Appointed broker for NMPSIA and its Members.**

**Policy Period
07/01/2015-2016**

NMPSIA has been in existence for almost 30 years and understands your educational risks! The Risk Division manages, for the most part, accidental and unpredictable losses. However, while no specific event or loss is foreseen, it is possible to predict an estimated frequency of losses. NMPSIA divides the management process into three basic phases: 1) pre-loss activities, 2) actual loss activities, and 3) post-loss activities. All of the Risk Contractors are dedicated to assist you immediately and to help mitigate losses for both your institution and NMPSIA as a public entity pool.

Poms & Associates has been your trusted risk management partner since the formation of NMPSIA in 1986. For almost 30 years, Poms & Associates, under the direction of David Poms, has provided sound risk management leadership and exists to develop techniques designed to preclude adverse incidents. Poms works with the NMPSIA Board, the Risk Advisory Committee and all the NMPSIA Members in an effort to preserve physical, financial and human assets.

Poms' goal has always been to provide you with an experienced risk management team which guides members through the following decision-making steps:

- Identifying exposures to loss
- Analyzing loss exposures
- Examining alternative risk control programs
- Examining risk financing techniques
- Selecting the best technique
- Implementing the chosen technique
- Monitoring and improving the risk management program
- Achieving loss prevention goals



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Poms & Associates has two (2) offices to service your needs:

Insurance Office (corporate)

5700 Canoga Avenue, Suite 400
Woodland Hills, CA 91367
(800) 578-8802
(818) 449-9300

Risk Management Office:

320 Osuna Road NE, Suite C1
Albuquerque, NM 87107
(800) 898-6236
(505) 797-1354



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Insurance Division

David Poms, President, provides the direction and management for the Insurance Division. The staff below, assists you with services as follows:

- Conducts contractual risk- transfer review to insure insurance compliance and recommendations of language strength for hold-harmless/indemnity agreements, proper coverage and equity.
- Performs premium breakdowns comprising of audits and/or cost allocations; coverage summaries and resolving account criticisms.
- Manages and places stand-alone insurance policies for events such as: field trips, schools sponsored events versus non-school sponsored events, use of facilities; discuss coverage for regular and spontaneous volunteers, requirements for bonfires, use of personal vehicle, supplementary transportation matters and provide waiver forms for various activities.
- Manages the annual policy renewals for Student Accident, Equipment Breakdown and Underground Storage Tank coverages
- Responsible for the Property schedule for all Members for including buildings, contents, construction, equipment of all owned or leased locations and inventory listed for accurate calculation of premium costs associated with total insured values, established flood zones and appraisal records.
- Respond to insurance coverage inquiries and prepare annual fiscal audits for individual Members.

Here are your dedicated Insurance Team Members:

| Team Member | Email | Phone | Fax |
|---|--|---|----------------|
| Mary Hollenbeck Senior Account Manager | mhollenbeck@pomsassoc.com | O: (818) 449-9385 O: (800) 578-8802, ext. 385 C: (310) 968-0466 | (818) 449-9449 |
| Larry Lazar Account Manager | llazar@pomsassoc.com | (818) 449-9336 (800) 578-8802, ext. 336 | (818) 449-9449 |
| Justin Perkins Account Executive | jperkins@pomsassoc.com | O: (818) 449-9301 O: (800) 578-8802, ext. 301 C: (323) 573-9212 | (818) 449-9449 |
| David Poms President | dpoms@pomsassoc.com | (818) 449-9303 (800) 578-8802, ext. 303 | (818) 449-9449 |

Office Location: 5700 Canoga Avenue, Suite 400, Woodland Hills, CA 91367



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Safety, Risk Management & Loss Control Division

Julie Garcia, Regional Director, leads your Safety, Risk Management and Loss Control Division.

This Division was created to specifically address your pre-loss activities by assisting you with the development of policies and procedures, training your staff on comprehensive topics, creating a safe environment for staff and students, conducting onsite safety audits and risk assessments, addressing matter such as: OSHA standards and requirements, Life Safety Code standards and requirements, Ergonomics issues and best practices, review of and development of safety drills, and Employment Practices Liability requirements and best practices.

In addition, the team is constantly reviewing trends in school risk management issues. As a result they work closely with NMPSIA to develop programs to curb those trends, such as the Technical Assistance Program (TAPS) a partnership with CES, Pecos Valley REC, and NMPSIA to provide an IDEA hot line and professional development training.

Team Members are specialized in areas such as Human Resources, Ergonomics, Threat Assessment, Active shooter, Site Security Design, Security Drill analysis, Playground Inspections, Safety and Security, Identifying a School Predator, Loss Control and Risk Management. They hold certifications and designations which require continued education to maintain such designations.

Ms. Garcia has designations and certifications for Associates in Risk Management for Public Entities, and a Senior Professional in Human Resources. Other Team Members hold designations as a Certified School Risk Manager, Certified Ergonomics Assessment Specialist, and a Certified Playground Safety Inspector, Certified Police Officer and SRO, just to name a few.



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Your dedicated Safety, Loss Control and Risk Management Team:

| Team Member | Email | Phone | Fax |
|--|--|--|----------------|
| Julie Garcia Regional Director | jgarcia@pomsassoc.com | O: (505) 797-1354 C: (505) 249-6824 | (505) 797-1432 |
| Ted Maestas Sr. Loss Control & Risk Management Lead | tmaestas@pomsassoc.com | O: (505) 797-1354 C: (505) 249-6827 | (505) 797-1432 |
| Delores Worley Sr. Loss Control Manager & Ergonomics Specialist | dworley@pomsassoc.com | O: (505) 797-1354 C: (505) 249-6838 | (505) 797-1432 |
| James Vautier Sr. Loss Control Manager & Safety and Security Specialist | jvautier@pomsassoc.com | O: (505) 797-1354 C: (505) 480-1175 | (505) 797-1432 |
| Richard McKelvey Loss Control & Risk Management Consultant | rmckelvey@pomsassoc.com | O: (505) 797-1354 C: (505) 977-9790 | (505) 797-1432 |
| Larry Vigil Loss Control & Risk Management Consultant | lvigil@pomsassoc.com | O: (505) 797-1354 C: (505) 205-5620 | (505) 797-1432 |
| Andrew Trujillo Loss Control & Risk Management Consultant | atrujillo@pomsassoc.com | O: (505) 797-1354 C: (505) 306-0987 | (505) 797-1432 |
| Brenda Barela Loss Control & Risk Management Consultant | bbarela@pomsassoc.com | O: (505) 797-1354 C: (505) 228-0533 | (505) 797-1432 |
| Susan Baca-Garcia Code Specialist | sbaca-garcia@pomsassoc.com | O: (505) 797-1354 C: (505) 573-3950 | (505) 797-1432 |
| Peter Meilleur Online Training Specialist | pmeilleur@pomsassoc.com | O: (505) 797-1354 C: (505) 401-0695 | (505) 797-1432 |

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Here are some topics for plan development, risk management, loss control, audits, risk assessments, and training:

Plan Development and Risk Management

| | |
|--|---|
| Ergonomics OSHA 500 Construction Safety Engineering and Management OSHA 501 General Industry NSC School Violence: Threat Assessment Active Shooter Defensive Driving Safety Program Development Playground Design & Safety Property & Liability Programs Americans with Disabilities Act | Accident Prevention Job Hazard Analysis (JHA) Workers' Compensation Security Officer Procedures Employment Practices Liability Sexual Harassment Civil Rights Employee Training Workplace Violence Student and Employee Handbook |
|--|---|

Audits and Assessments

- Security and Safety Audits
- Facility Audits
- Regulatory Compliance Audits
- Alarms & Areas of Rescue
- Crisis Planning
- Food Services Safety
- Fire Protections
- Review, Inspect and Audit New Leased Building (Before you sign the lease)
- Playground Design and Layout
- Playground Inspections and Audits
- Ergonomic Audits
- Gang Recognition
- Threat Assessment and TA
- Employment Regulatory Compliance
- Create Your Own Audit based on your needs



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Training – Develop Training Topics and Procedures

Hazard Communication / Right-to-Know Law
Chemical Hygiene and Laboratory Safety
Blood borne Pathogens
Personal Protective Equipment (PPE)
Ladder Safety
Introduction to Ergonomics
Playground Safety
Electrical Safety
NFPA Life Safety Codes
Lifting Techniques including Back Safety
Red Cross 1st Aid/CPR/AED
Disciplinary Procedures
Wrongful Termination
Development of Safety Policies
Neuro-Linguistics Programming
Introduction to OSHA
I-9 completion
Housekeeping and Storage Practices
Sexual Molestation and Assaults
ADA and The Rehabilitation Act
Family Medical Leave Act (FMLA)
Fair Labor Standards Act (FLSA)
Accident Investigation
Drug Free Workplace
OSHA 10 and 30 hour Training

Online Training – Sexual Harassment and Blood Borne Pathogens (Contact Peter Meilleur)
Title VII
• Discrimination
• Sexual Harassment
Drug Physiology
• Signs & Symptoms
Emergency Operations
• Planning & Review
Workplace Violence
Cyber/Bulling Prevention
Active Shooter
Behavioral Management
Hazmat Response
Verbal De-Escalation
Safe Schools Plan Review
Predator Identification
Internet Safety
Incident Report Writing
Bomb Threat Response
Targeted Violence Assessment
Threat Assessment
Security/Intruder Assessment
School Violence
Design Your Own Training Topic
• You Pick the Topic
• We Design To Suit Your Needs



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Contact Information

New Mexico Public Schools Insurance Authority

Sammy Quintana, Executive Director

410 Old Taos Highway

Santa Fe, NM 87501

O: (505) 988-2736, ext. 1001

Toll Free: (800) 548-3724

Fax: (505) 983-8670

Email: Sammy.quintana@state.nm.us

Driving Record Information Retrieval

Randy Trujillo

SAMBA Rio Grande Tech Center

1730 Montano Road NW, Suite F

Albuquerque, NM 87107

O: (505) 79-SAMBA or (505) 797-2622

TF: (888) 94-SAMBA or (800) 947-2622

Fax: (505) 341-4796

Student Accident Insurance

Eric Swartz

Myers-Stevens & Toohey

26101 Marguerite Parkway

Mission Viejo, CA 92692

Albuquerque, NM 87107

O: (800) 827-4695

C: (949) 678-3082

Fax: (949) 348-2630



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CCMSI – Claims Reporting & Administration

Property and Liability Claims - Greg Ramirez, Senior Claims Supervisor

CCMSI

PO Box 30870

Albuquerque, NM 87190

D: (505) 837-8722

Toll Free: (800) 635-0679, ext. 8722

Direct Fax: (217) 477-6317

Email: gramirez@ccmsi.com

CCMSI – Claims Reporting & Administration

Workers' Compensation – Jerry Mayo, WC Claims Supervisor

CCMSI

PO Box 30870

Albuquerque, NM 87190

D: (505) 837-8730

Toll Free: (800) 635-0679, ext. 8730

Direct Fax: (217) 477-6330

Email: jmayo@ccmsi.com



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Requests for Certificates of Insurance

Request for Certificates of Insurance

Link: <http://www.pomsassoc.com/nmpsiacert/>

Email: rservices@pomsassoc.com

Please provide the following information:

- Name of your District, Charter, College or Other
- Your Contact Information includes: Name, Phone Number and Email
- Name and Address of Certificate Holder (Requesting Entity/Individual)
- Type of Insurance: General Liability, Property, Crime, Bus Contractor
- Description of event or the reason for the request
- Must provide a copy of the lease agreement, use of facilities agreement or other agreements and/or contracts